



# Agenda Item Form

Agenda Date: MAY 18, 2004

Districts Affected: 3

Dept. Head/Contact Information: Byron E. Johnson

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                  | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                  | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                       | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                                 |   |  |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Janitorial Services of Multi-Purpose Center

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

\_\_\_\_\_

## Statutory or Citizen Concerns:

\_\_\_\_\_

## Departmental Concerns:

\_\_\_\_\_

DATE: May 10, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.  
Director of Purchasing x 4313

THRU: Aurora Wells  
Interim Bid Clerk ext. 4038

CITY CLERK DEPARTMENT

MAY 10 2004 PM 1 31

Please place the following item on the **CONSENT** agenda for the Council Meeting of **MAY 18, 2004.**

Item should read as follows:

Bid No.:	2004-147	Janitorial Services Multi-Purpose Center
Award to:	Total Cleaning Services	
	El Paso, TX	
Item (s):	All	
Amount:	\$18,578.40 (estimated year)	

Department:	Parks and Recreation
Funds available:	51010256-01101-502206
Funding source:	Operating Account, Janitorial Maintenance Svcs Contract
Total award:	\$55,735.20 (estimate)
District (s):	3

Parks & Recreation Department and Purchasing recommend awards as indicated as this vendor meets the Best Value Procurement Criteria and is responsible and responsive bidder.

This is a thirty-six (36) month contract with the no option to extend the term of this contract. Additionally, Total Cleaning Services offers a 1.5% 20 days prompt payment discount.

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

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AGENDA FOR: **MAY 18, 2004**  
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DATE: MAY 7, 2004

PROJECT: JANITORIAL SERVICES MULTI-PURPOSE CENTER  
BID NO.: 2004-147 DEPARTMENT: PARKS & RECREATION  
BUDGET No.: 51010256-01101-502206  
FUNDING SOURCE: OPERATING ACCOUNT. JANITORIAL MAINTENANCE SVCS CONTRACT  
DISTRICT(S): 3

RECOMMENDATION:	VENDOR #1:	<u>TOTAL CLEANING SERVICES</u>
		<u>EL PASO, TX</u>
		<u>ITEM (S) ALL</u>
		<u>TOTAL AWARD: \$18,578.40EST/YR</u>

Parks & Recreation Department and Purchasing recommend awards as indicated as this vendor meets the Best Value Procurement Criteria and is responsible and responsive bidder.

This is a thirty-six (36) month contract with the no option to extend the term of this contract. Additionally, Total Cleaning Services offers a 1.5% 20 days prompt payment discount.

BIDS SOLICITED	<u>36</u>
BIDS LOCALS	<u>29</u>
BIDS RECEIVED	<u>06</u>
BIDS SVCS	<u>06</u>
"NO BIDS" RECEIVED	00

CURRENT TAXES PAID \_\_\_\_\_  
OUT-OF-TOWN \_\_\_\_\_

**TOTAL RECOMMENDED AWARD:** \$55,735.20 Est.

COUNCIL: APPROVED\_ REJECTED\_ CITY CLERK\_  
\*\*\*\*\*

APPROVED:

COUNCIL MEETING OF MAY 18, 2004

BYRON E. JOHNSON, C.P.M.  
DIRECTOR OF PURCHASING

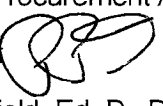
**Consent Agenda for May 18, 2004**


BID NO.: 2004-147 Janitorial Services Multi- Purpose Center  
Award to: Total Cleaning Services  
El Paso, TX  
Item All \$18,578.40 Est./Yr

This is a thirty-six (36) month contract with the no option to extend the term of this contract.

Department: Parks & Recreation  
Funds available: 51010256-0110-502206  
Funding source: Operating Account, Janitorial Maintenance Service Contract  
Total Award: \$55,735.20 Est.  
District(s): 3

## Parks & Recreation

**To:** Ray Heredia, Procurement Analyst  
**From:** Pete Dunavant   
**Through:** Norman Merrifield, Ed. D., Director of Parks & Recreation  
**Date:** April 28, 2004  
**Re:** Solicitation 2004-147 – Janitorial Services for Multipurpose Center

*4/29/04* 

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We have reviewed the bid tabulations for this solicitation for Janitorial Services for the Multipurpose Center and recommend that the contract be awarded as follows:

### Items 1 & 2– Janitorial Services – Multipurpose Center (District 3)

Award to Total Cleaning Service, El Paso, TX based upon Best Value Procurement.  
This will result in an annual cost increase of \$3,210.36 from the current contract holder. This increase is due to the increased area to be cleaned because of the expansion of the center during renovation. Center staff reviewed, and concurs in this recommendation.

The current contract for janitorial services with Professional Janitorial Services dba Office Janitorial Services (Contract 2002-077), Item 8 (Multipurpose Center), must be terminated for convenience coincident with award of this bid. This contract covered the cleaning of the old facility prior to renovation and expansion.

The effective date of this new contract should be coincident with award by City Council. We anticipate that the renovated center will open June 7, 2004, however they are now renting the building and require after rental cleanings. Regular janitorial service will begin when the Center Director (Joe Castro) contacts Total Cleaning Services.

Funding for the above is provided as follows:


<b><u>Department ID:</u></b>	51010256 (Facilities Maintenance)
<b><u>Account No:</u></b>	502206 (Mntce Services - Janitorial)
<b><u>Funding Source:</u></b>	01101 (General Fund)
<b><u>Estimated annual expenditure:</u></b>	\$18,578.40
<b><u>District(s):</u></b>	3

Please contact Pete Dunavant or myself if you have questions.

# CITY OF EL PASO BID TABULATION

BID ITEM: JANITORIAL SERVICES FOR MULTI-PURPOSE CENTER						BID # 2004-147			
BID DATE: APRIL 21, 2004						DEPARTMENT: PARKS AND RECREATION			
		ADEFTO BUILDING AND GROUNDS SERVICES EL PASO, TX		IMMACULATE JANITORIAL SERVICES EL PASO, TX		LUCYS CLEANING EL PASO, TX		MARTINEZ JANITORIAL SERVICE EL PASO, TX	
ITEM NO.	LOCATION	PER MONTH	TOTAL YEAR	PER MONTH	TOTAL YEAR	PER MONTH	TOTAL YEAR	PER MONTH	TOTAL YEAR
1.	MULTI-PURPOSE CENTER	\$1,665.00	\$19,980.00	\$1,452.46	\$17,429.52	\$1,541.66	\$18,499.92	\$1,507.30	\$18,087.60
		PER CLEANING	TOTAL YEAR	PER CLEANING	TOTAL YEAR	PER CLEANING	TOTAL YEAR	PER CLEANING	TOTAL YEAR
2.	AFTER RENTAL CLEANING 36X YEAR	\$40.00	\$1,440.00	\$45.00	\$1,620.00	\$125.00	\$4,500.00	\$60.00	\$2,160.00
PAYMENT TERMS		NET - 30 DAYS		NET - 30 DAYS				2% - 20 DAYS	

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.


APPROVED BY: 

DATE: 4-26-04 2004-155 JANITORIAL SERVICES FOR MULTI-PURPOSE CENTER - PARKS AND RECREATION DEPARTMENT

# CITY OF EL PASO BID TABULATION

BID ITEM: JANITORIAL SERVICES FOR MULTI-PURPOSE CENTER						BID # 2004-147			
BID DATE: APRIL 21, 2004						DEPARTMENT: PARKS AND RECREATION			
		P & S JANITORIAL SERVICE EL PASO, TX		TOTAL CLEANING SERVICES EL PASO, TX					
ITEM NO.	LOCATION	PER MONTH	TOTAL YEAR	PER MONTH	TOTAL YEAR	PER MONTH	TOTAL YEAR	PER MONTH	TOTAL YEAR
1.	MULTI-PURPOSE CENTER	\$1,461.60	\$17,539.20	\$1,434.20	\$17,210.40	\$0.00	\$0.00	\$0.00	\$0.00
		PER CLEANING	TOTAL YEAR	PER CLEANING	TOTAL YEAR	PER CLEANING	TOTAL YEAR	PER CLEANING	TOTAL YEAR
2.	AFTER RENTAL CLEANING 36X YEAR	\$48.00	\$1,728.00	\$38.00	\$1,368.00	\$0.00	\$0.00	\$0.00	\$0.00
PAYMENT TERMS		2% - 10 DAYS		1.5% - 20 DAYS					
BIDS SOLICITED: 32		BIDS RECEIVED: 6		BIDS LOCAL: 29		NO BIDS: 0			

**NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.**

APPROVED BY: 

DATE: 4-26-04 2004-155 JANITORIAL SERVICES FOR MULTI-PURPOSE CENTER - PARKS AND RECREATION DEPARTMENT

[illegible]



[illegible]

C & L JANITORIAL SERVICES  
ATTN: CENSAR PEREZ  
1207 N GRAMA ST.  
EL PASO, TX 79903

RPM JANITORIAL SERVICES  
ATTN: RUBEN VALENZUELA/PEDRO  
7717 MONTANA AVE.  
EL PASO, TX 79923

J B JANITORIAL SERVICES  
ATTN: JORGE TELLEZ JR.  
12341 ANGIE BOMACH AVE.  
EL PASO, TX 79927

SPEEDY CLEAN MAINTENANCE SVS  
ATTN: DEADRA MINIFEE  
11317 LAKE GENEVA DR.  
EL PASO, TX 79936

A J MAINTENANCE SERVICES  
ATTN: A G (EDDIE) JURADO  
3431 PERSHING DR., SUITE B-2  
EL PASO, TX 79903

DJ'S JANITORIAL SERVICES  
ATTN: RAUL DELGADO  
P O BOX 370305  
EL PASO, TX 79937-0305

TOTAL CLEANING SERVICES  
ATTN: RAUL TORRES  
1026 NAVARRETTE  
EL PASO, TX 79907

PEDUS SERVICE  
2424 E BROADWAY, SUITE 100  
TUCSON, AZ 85719

THE ODD MAN SERVICES  
ATTN: HECTOR HERNANDEZ  
208 B. POLO INN  
EL PASO, TX 79915

CONSOLIDATED CUSTODIAL  
SERVICES CORP. LLC  
133 WYATT DRIVE, SUITE 9  
LAS CRUCES, NM 88005

B J JANITORIAL  
ATTN: MANUEL SAENZ  
2007 HAPPER ST  
EL PASO, TX 79903

IMMACULATE JANITORIAL  
8913 MT. DELANO  
EL PASO, TX 79904

PJS  
ATTN: MARISELA VELEZ  
2110 WYOMING A VENUE  
EL PASO, TX 79903

ELIZA'S JANITORIAL SERVICE  
ATTN: ELIZA MANRIQUE  
4315 HUECO AVE.  
EL PASO, TX 79903

JAMES ENTERPRISE  
ATTN: JOANNA JAMES  
605 CEDAR ST.  
CEDAR HILL, TX 75104

MAHEIR JANITORIAL  
ATTN: HECTOR RODRIGUEZ  
12156 YVONNE RICHARDSON  
EL PASO, TX 79936

CARRANCO PRODUCTS  
ATTN: SERGIO CARRANCO  
3733 SHELL, SUITE A  
EL PASO, TX 79925

EXECUTIVE MAINTENANCE  
ATTN: LUIS HERNANDEZ  
4305 LOMA DE ORO  
EL PASO, TX 79934

P & S JANITORIAL SERVICES  
ATTN: VIRGINIA SANCHEZ  
12158 VALLEY QUAIL  
EL PASO, TX 79936

TORRES JANITORIAL  
1667 BRYAN RAY  
EL PASO, TX 79936

THE EAGLE JANITORIAL SERVICES  
ATTN: FRANK CORRAL  
2919 AURORA AVE.  
EL PASO, TX 79930

MAHEIR JANITORIAL SERVICES  
ATTN: HECTOR RODRIGUEZ  
12156 YVONNE RICHARDSON AVE.  
EL PASO, TX 79936

ADEFTO BUILDING & GROUND SVS  
ATTN: E J OVERTON  
7740 MUSTANG AVE.  
EL PASO, TX 79915

MARTINEZ JANITORIAL SERVICES  
ATTN: ALFREDO MARTINEZ  
953 GERONNE DR.  
EL PASO, TX 79907

ANNA'S CLEANING SERVICE  
ATTN: ANA FIERRO  
12862 CHAUCER RD.  
EL PASO, TX 79927

PES JANITORIAL SERVICES  
ATTN: VIRGINIA SANCHEZ  
12138 VALLEY QUAIL  
EL PASO, TX 79936

GLOBAL CLEAN  
ATTN: JORGE GONZALEZ  
3737 N MESA, SUITE D1 PMB 105  
EL PASO, TX 79902

SAN MARCOS ENTERPRISES  
ATTN: HUMBERTO HERNANDEZ  
28 SAN MARCOS  
EL PASO, TX 79922

MASTERCLEAN  
ATTN: ROBERTO O. VEGA  
11879 SCOTT SIMPSON  
EL PASO, TX 79936

J & G PROCUREMENT SERVICE  
ATTN: LISA JUAREZ  
734 S MESA HILLS #113  
EL PASO, TX 79912

ATTN: HECTOR RODRIGUEZ  
DUSTBUNNIES CLEANING SERVICES  
1319 E. YANDELL DRIVE  
EL PASO, TX 79902

ATTN: HECTOR RODRIGUEZ  
DUSTBUNNIES CLEANING SERVICES  
P. O. BOX 640143  
EL PASO, TX 79904

ATTN: JESSE MARQUEZ  
SMC CONSULTANTS  
1535 BOB GOALBY LN  
EL PASO, TX 79935

BID INFORMATION SERVICE  
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER  
PO BOX 5600  
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE  
2829 MONTANA AVE, B-100  
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER  
CLASSIFIED/LEGAL SECTION  
PO BOX 20  
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER  
4791 N. MESA  
EL PASO, TX 79902

SAM'S CLUB  
7970 NORTH MESA  
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION  
PO BOX 3612  
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY  
2626 NORTHEAST #103  
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901